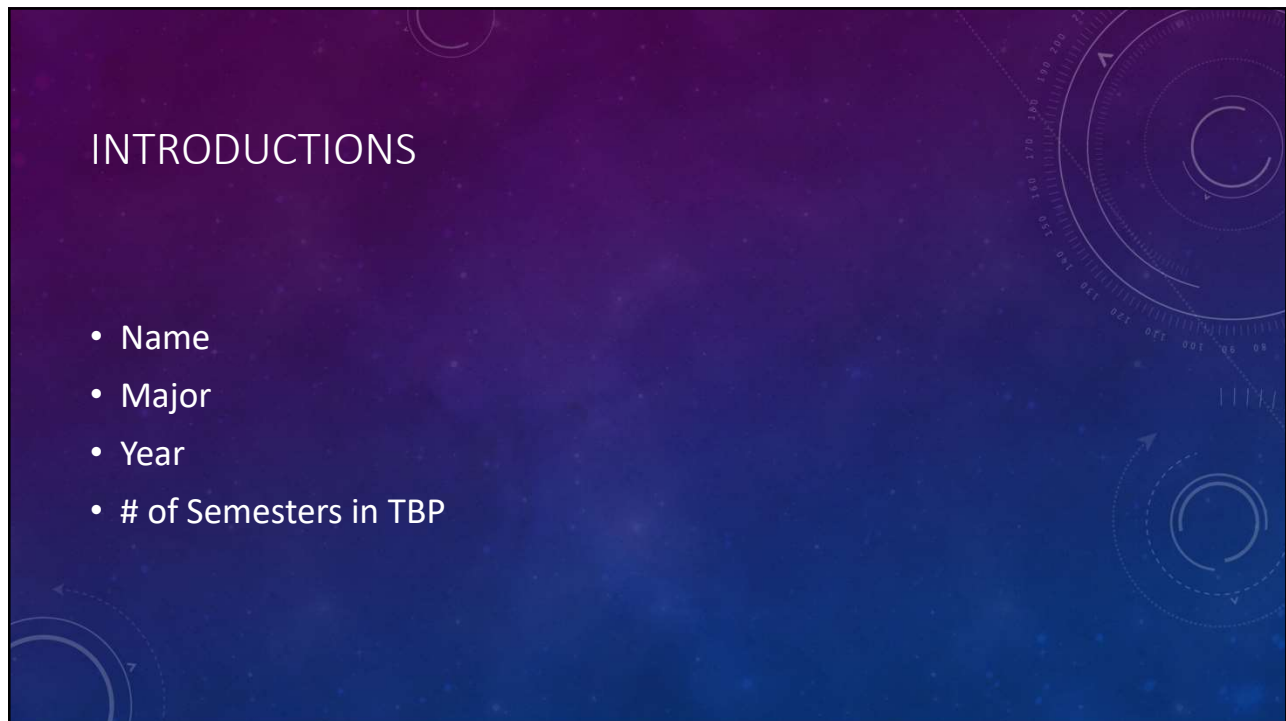




1



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## AGENDA

- Stuff Letters!
- Updates from Each Position
- Discuss Running of Events
- Prepare for Upcoming Events
- General Body Meeting
- Other

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## MEMBERSHIP COORDINATOR UPDATE

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## CORRESPONDING SECRETARY UPDATE

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## TREASURER UPDATE

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## MEDIA COORDINATOR UPDATE

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## EVENTS COORDINATOR UPDATE

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## ENGINEERING FUTURES UPDATE

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## SIGNAGE/DISPLAY UPDATE

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## ALUMNI CHAIR UPDATE

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## EVENTS THIS SEMESTER

- Each event will be run by a different person
- Your job will be to organize an event
- Other positions will be at your disposal but the organization and the actual running of the event will be up to you
- The reasons for this change is to get people more involved in the execution as opposed to the planning. It is not overly interesting to hear the president speak and repeat the same things at every meeting. It will provide a better experience for the initiates and also for the officers

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## EVENTS

- Information Kickoff-Lucas
- General Body Meeting-Lucas
- Career Fair Volunteering Organization-
- Career Fair Lunch and Banquet-Lucas
- Engineering Futures-Mitchell
- Prospective Member Orientation (Pizza Party)-
- Adopt-a-Highway-Ria
- KS Hill-Zach
- Bent Shining Event-
- Canned Food Drive-Larissa
- Initiation and Banquet-
- Elections and Social-

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## GENERAL BODY MEETING

- Things to Discuss
  - Graduation Caps/Tassels
  - Pick Up Pins
  - Stats and Advisers
  - .....
- Social Hour Afterwards

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## COMMUNITY SERVICE COMMITTEE

- Vice President
- VP Elect
- Recording Secretary
- Decide Dates

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## MEMBERSHIP COMMITTEE

- Membership Coordinator
- Membership Coord. Elect
- Corresponding secretary
- Corresponding Sec. Elect
- Send Letters
- Send Email
- Prepare Catalog Cards for Initiation Kickoff
- Prepare Signature Books, etc.

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## EVENTS COMMITTEE

- Treasurer
- Media Coordinator
- Media Coordinator Elect
- Events Coordinator
- Engineering Futures
- Awards Chair
- Signage/Display
- Alumni Chair
- Decide Dates for ALL fall events
  - Consider sports schedules
  - Consider k-state events
  - Nothing before 6 on Tues, Thurs
- Begin Organization of Events
- Take Care of Individual Roles

## Tau Beta Pi Executive Meeting Minutes

9/14/17, 6 pm

### Initiation Info Session

- Tuesday, Sept. 19
- Sell TBP to initiates
- Dress is business casual
- Be prepared to share name, major, and favorite part of TBP

### Scheduling Changes and Dates

- Hosting Company Spotlight on Oct. 2
  - Should receive \$500 if 30 people attend
- Signature books handed out on Oct. 3
  - Due on Oct. 20
- Engineering Futures moved to October
  - Possibly on the 15th
- Initiation moved to Nov. 9
- Decided not to have Bent Shining Event
  - Save money on pizza and supplies

### Fundraising

- Option 1: Cut as much as possible (pizza) / eliminate initiation banquet
- Option 2: Raise initiation fees
- Option 3: Send letters to Alumni asking for money
  - Proceed with this option
  - Send out a brochure with what we are currently doing along with a letter
  - Possibility of an event with Alumni
    - Would probably be in the spring
    - Might need to co-sponsor with Alumni Chapter (Kansas City)
- Other Ideas
  - Clean-up Bramlage
  - Sell T-shirts (TPB or College of Engineering)

## Tau Beta Pi Executive Meeting Minutes

9/28/17, 6 pm

### Pizza Party

- September 3, 5:30 pm
- Handing out signature books
- Dress is casual
- Make-up personal meetings following

### Engineering Futures

- November 4, 2 pm (3-4 hours)
- Topic is Analytical Problem Solving
- Need enough people to sign up two weeks in advance (by October 21)

### Fundraising

- In the process of writing letters to alumni

### FE Review Sessions

- Dean Clark is wanting TBP to host FE Review Sessions
- TBP used to do this
- Would be a source of fundraising
- Would require people to run them
  - Possibly create more positions

### Future Events

- Initiation
  - Plan is to bring in food in place of banquet
- Elections
  - Hold after Thanksgiving
  - Possibility of white elephant gift exchange

## Tau Beta Pi Executive Meeting Minutes

11/2/17, 6 pm

### Initiation

- Thursday November 9, 6pm
- Rathbone 1066
- Set up at 5:30
- Food
  - Olive Garden
  - Need people to set up at 6:40

### Initiation

- November 30, 5:30pm (Official time TBD)
- White elephant gift exchange or ugly sweater trivia
- Food?

### Fundraising

- In the process of writing letters to alumni

## Tau Beta Pi Executive Meeting Minutes

11/16/17, 6 pm

### Elections

- November 30, 6:30
- Rathbone 1066
- Kahoot trivia with gift card prizes (\$30, \$20, \$10)
- Pizza
- Email about event and RSVP coming soon

### Fundraising

- Letter to send to alumni is written
- In process of sending it out

### Feedback from Initiation

- Reasons to join TBP
  - Resume builder
  - Networking/make friend
    - Want to plan more social events to emphasize this
- How initiates heard about TBP
  - Email
  - Friends/family
- What initiates wish they had known
  - KS hill event is potentially dangerous
    - Make sure to let everyone know of the risk (it's a cliff)
    - Potentially do this event first so there is another event if they want to opt out

### E-Week

- Asked to host a day (Feb. 18-24)
- Would involve hosting an activity with any theme (supplies would be funded)
- Not a fundraising opportunity
- Might get some name recognition
- Would need to fill out form by Dec. 15

### Advisor Search

- Need someone who has been teaching for at least 5 years or a member of TBP
- Not responsible for very much (involved if they want to be)

## Other

- Need to print updated script for initiation
- Canned food drive ends tomorrow (Nov. 17)
- New K-State Account has been opened
  - Try not to buy anything for TBP (reimbursement is more difficult)

## **TBP Meeting 1/25/18**

### **Advisors**

- New Advisor: Josh Weese, Computer Science
- Still in need of one more
  - Possibly Dr. Fitzsimmons, CE

### **District Conference**

- Stillwater, OK
- Feb 23-25
- Know by tomorrow 1/26/18

### **Fundraising**

- T-shirts
- Career Spotlights
  - Mondays at 4:30
  - Want to have people come and sign in
    - 10-15, \$200 dollars
    - 16-20, \$300
    - 21-29, \$400
    - 30, \$500
  - Could host for \$100
- Alumni Letter is still in progress
  - Going to be sent out this semester
  - Needs to be approved by advisors
  - Will be brought to officer meeting first

### **Events and Calendar**

- Send 1<sup>st</sup> Letter to Parents- Feb. 5
- General Body Meeting- Feb. 8, 6-7pm
  - Short presentation
  - Kahoot with \$5 gift cards
  - Bring 3 questions to officer meeting next week
- Initiation Kickoff- Feb. 20
- Personal Meetings- Feb. 27
- KS Hill- Mar. 3
  - Before Adopt-A-Highway so there is another service event if anyone is uncomfortable
- Signature Books- Mar. 6
- Pi Day- Mar. 14
  - Still reciting digits for pizza?

- Get pies donated?
  - Restaurant might give away pizza for pi day
- Signature Books Due- Mar. 16
- Adopt-A-Highway- Mar. 31
- Initiation and Banquet- Apr. 17
  - Advisors were concerned about the atrium banquet last semester
  - Probably need to devote most of budget to this
  - Probably need to hold in an actual room with tablecloths, etc.
    - Something like Olive Garden might be okay
  - Union Ballroom?
    - Do you have to pay if you bring food?
  - Parents are invited so it is supposed to be nice
    - Do we really need to invite them?
      - If not, take out the part of invitation letters where it mentions it
      - Majority supports not inviting them
      - Possibly invite them to open house banquet only
  - Still want people to go to the open house banquet
- Open House Banquet- Apr. 19
  - Make it required for initiation?
  - Tell them they are being honored for being initiated
- Social/Elections-Tentative Apr. 24

### **FE Prep**

- Hold a once a month study group instead of tutoring
- Look into cost of books and materials
- Get general body juniors involved

### **Community Service Supplies**

- See if Pathfinder or other businesses would be willing to donate
  - Shears, rope, etc.
- Could possibly rent supplies (weed wacker, etc.)
- Borrow from maintenance??

### **Other**

- Budget is low, so don't expect pizza at all events
- Possibly combine a couple events so we can just have pizza at one
- Bring bent shining event back?
  - No funds for food or supplies
  - Something fun instead with initiates and general body?
- General Body Social Event Ideas

- Bowling
  - Paintball
  - Kahoot
  - Zip lining (probably not- very limited funds)
  - Yard Games
  - Board games
  - White elephant gift exchange (junk swap)
- General Body
  - Required to attend one event per semester for graduation cords
  - Should we make two events required?
    - Might get pushback from people who have currently been going to only one
    - Possibly make career spotlight count as both since we get fundraising from it
    - Not many people actually get graduation cords

## TBP Meeting 2/22/18

### Advisor Update

- Dr. Fitzsimmons and Josh Weese will be new advisors

### Fundraising

- Mini Grants
  - Applying for \$1000 total
  - Would be used for equipment for KS Hill and FE prep materials
- Open House Booth
  - Will probably be required for DSO's next year
  - Potential for name recognition
  - Could win Outstanding Student Organization Award
  - Should get some funds just for doing it (\$250?)
  - Volunteers from general body to help plan and stand at the booth
  - "Choose Your Own Adventure" Theme
    - Try to incorporate KS Hill
      - Lava KS Hill?
- Career Spotlight

### Bent Statue

- Can we move it?
  - Possibly outside in the courtyard near the pyramid

### Upcoming Events

- Personal Meetings (Feb 27, 5:30, Room TBD)
  - Business casual (can emphasize casual)
  - Dessert potluck
    - Officers all bring some kind of dessert item
  - Questions to ask initiates
    - Definition of character
    - One semi-meaningful question (Why do you want to join TBP?)
    - One fun question
      - List of questions to draw from a hat
- Engineering Futures
  - Presentation Skills topic (to not repeat anything from the past 2 years)
- FE Review
  - Thursday evenings (March 8?)

### Supplies for KS Hill

- Need large trash bags and possibly gloves
- Could possibly offer “sponsorship” or advertising to local businesses in exchange for supplies
  - Open House booth
  - Possibly at the bottom of KS Hill History website (if allowed by the university)

### “Chill” Room

- Room sponsored by TBP for all students to hang out
  - Keurig
  - Microwave
  - Couches
  - Pool table (or other smaller games)
  - TBP posters
- TBP would maintain
- Use as a recruiting tool
  - People would know about the “TBP Room”
- Could have something like donuts once a week
- Possibly partner with other organizations for maintaining costs
  - ESC could provide the coffee for a week, et c.
  - Put a sign by the Keurig so they would also get recognition
- Could be sponsored by businesses
  - Provide advertising (on the TV screens) in exchange for coffee/donuts

## TBP Meeting 3/1/18

### District Meeting Information

- Project Reports
  - Submit online for any event (Pi Day, KS Hill, etc.)
  - Gets us points toward Chapter Excellence Award
  - Tells district/nationals know how we are doing
  - Fill out a premade template
- McDonald Award
  - Can nominate a Chapter Advisor
  - Gets chapter more involved with TBP organization as a whole
  - Going to nominate an advisor this semester
- Career Fair
  - Tell employers what TBP is and that students will be there
  - TBP students get to go in early/ have a lunch with employers
  - Special name tag for TBP members at Career Fair
  - Could work with Career Center Engineering Liaison
- Other
  - KSU is largest chapter in District 9
  - TBP has an app
    - Tells you where alumni chapters are
      - Possibly partner with a local chapter for some sort of activity
  - Percentage days as a fundraiser

### Fundraising Ideas

- Set up/tear down at graduation
- Percentage nights
  - Some restaurants will give extra to TBP (20%)
    - Customers just put their receipt in a TBP box by the cashier
    - Can have a group member onsite (not required)
    - McAlister's
    - IHOP
    - Middle of April??
- Kiss-A-Pig
  - Donate to one of two funds for different "high profile" people
  - One with less money has to kiss a pig
- Mini-grants were both approved
  - One for KS Hill (\$500)
    - Buy supplies before this weekend
      - Will get reimbursed
      - We are tax exempt

- Gloves, weed whacker, water, etc.
- One for FE and promotion of TBP

### **Name Recognition Ideas**

- No room to do a TBP lounge room
- Scholarship for underclassman
  - Could be under an alumni donation name
  - Currently have Underclassman of the Year Award
- Talking to Underclassman courses
- Event with to underclassman that aren't juniors yet, but meet the high GPA requirement
- Mentoring
  - A lot of these programs already exist
  - Would have to make it different
- T-shirts
  - Survey Results
    - 70 people were interested
  - Venmo?
  - Design?
    - Kansas outline with bent around Manhattan
    - Don't get bent out of shape, join Engineering Honor Society
- Bent Statue
  - Move the bent outside
    - Could eliminate about \$500 for individual bents
    - Near the pyramid?
    - Basement entrance?
    - In the lawn between Seaton and Engineering Building?
    - Northeast corner of building
    - Could have civil department pour a base
  - "Beautify" it with mini-grants (eventually)
    - Bench
    - Big TBP letters by it
  - Could do bent shining as a group with big bent
  - Decorate the bent for holidays and stuff

### **Pi Day**

- Looking for businesses to donate circular food items (pizza, cookies, donuts, pie)
- Want people to be able to donate STEM education?
  - Recite pi for a cookie
  - Donate for pizza
- Pie in the face (whip cream)
  - Could be done as a fundraiser

- Professors
  - Probably not- could have really aggressive students
- Advisors
- Dean/Department Heads
- Officers?
  - It's more fun if you know the people

### **Open House**

- Sign up for shifts/ creating display- look out for link
- Allowed to list companies as a sponsor on a separate poster
- Can get \$250 for supplies
- Make bath bombs?
- Make a lava lamp?
- Volcano KS Hill?
- Oobleck? (mix of corn starch and water that solidifies with force)

### **Engineering Futures**

- Presentation Skills or Equity/Ethics to not repeat
  - Presentation skills limited to 20 people
    - Could be an issue if people didn't show up- we could get charged \$5/person
  - Would people come to equity/ethics??
- Could repeat People Skills, Team Chartering, Group Process, or Problem Solving
  - People Skills was the least recent
  - Can get certificate for going to all 6
    - Not a big deal- no one is really keeping track
- 1<sup>st</sup> choice- April 14, 2<sup>nd</sup> choice- April 21, requesting People Skills

### **FE Review**

- Starting week after spring break
- 3:30-6:30- come and go type event to start out
- Could possibly have professors tutor it
  - One night would be thermo, calc, etc.
  - One for each major portion of the exam
  - Would probably attract more people
  - Maybe have them stay for just the first hour, then just have student study group
- Have plenty of books in Fiedler for now
- Possibly provide cookies to get people to come
- Email all members about it
- Advertise on the TV's
- Hold in Learning Commons or possibly SAS

### **Upcoming Events**

- KS Hill- 3/4/18, 3:00
- Signature Books- 3/6/18, 5:30